

# **BUILDING ACCESS AND SECURITY**

## **ACCESS – DURING AND AFTER BUSINESS HOURS**

Please provide the management office with a list of the names and phone numbers of at least three individuals who may be called to authorize admittance into the building for an employee or visitor who does not have appropriate security access identification. These individuals would also be contacted in the event of an emergency. This Customer Contact Form can be found on the Presidents Plaza website.

## **SECURITY – DURING BUSINESS HOURS**

You may choose to unlock or lock your suite entrances during normal business hours. Although we try to maintain a secure working environment, many people enter the building every day and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

Lock all doors when leaving your suite unattended.

Instruct employees to keep valuables and personal property in secured areas (locked desks, file cabinets or closets) when leaving their areas unattended.

Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults or leave combinations where they can be found or easily deciphered.

Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.

For any questions you may contact the security console in either tower at 773-399-1889. The security staff is available 24 hours, 7 days a week.

## **SECURITY – AFTER BUSINESS HOURS**

After normal business hours of 6pm, please make sure that all entry doors to your suite are closed and locked. After this time rounds are made by the security staff and a notice may be left informing you if you have not locked your suite.

Do not allow anyone to follow you into the building after normal business hours. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the security console at 773-399-1889.

The management office recommends that you keep all valuables and personal property locked up during non-business hours.

## **SUITE LOCKOUTS**

After normal business hours, if an employee becomes locked out by accident or wishes to gain access to a suite and does not have keys, the primary emergency contact will be notified by the security team before unlocking the suite in all cases. The building security crew or cleaning crew will not allow access to a suite under any circumstances

without authorization. Please keep your emergency contact information updated to prevent unauthorized access to your suite.

### **PREVENTION**

To reduce crime, emphasis should be placed on preventive rather than reactive measures. Preventive measures against office thefts and crimes against persons can best be achieved through the individual efforts of each employee.

All suspicious or criminal activities should be reported immediately, **first to the police department and then to the management office.** If after hours, please report all suspicious activity to the security console at 773-399-1889 or in person.

### **SOLICITING AND LOITERING**

Canvassing, soliciting, peddling and loitering are not allowed anywhere on the property. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the management office or security console as soon as possible.